

**Virginia:** At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, April 12, 2018 at 7:00 p.m.

**Present:** Honorable Gary L. Heninger, Mayor Presiding; Councilors Donna S. Blevins, Billy L. Clear, Alan W. Counts, Charles E. Doane, Emily B. Dungan and F. Brent Foster.

**Absent:** None.

**Also Present:** Mr. John E. B. Clark, Jr., Town Manager; Mrs. Marlene Henderson, Clerk-Treasurer, MMC; Messrs. Paul Cassell, Town Attorney; Stephen Price, Police Chief; Jay Keen, Public Works Director; David Haynes, Fire Chief and Randy Sturgill, Building Official.

Mayor Heninger called the meeting to order. Pastor Rodney Tkach gave the Invocation. The Pledge of Allegiance was recited.

**Approval of Minutes:**

Motion by Donna Blevins, second by Brent Foster Council adopts the regular March 8, 2018 meeting minutes as written. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

**Citizens Time:**

No one wished to speak.

**Old Business:**

- Update on Little League Approved Repairs – Little League is grateful for the contribution made by the Town assisting with repairs to the facilities. All contractor work is 90% complete. The total project cost is \$5,461.23, the Town’s contribution is \$5,000, and Little League has reimbursed the Town the variance of \$461.23. An invitation was extended to the Town for Opening Day, April 14, 2018.
- Permission to Purchase Ambulance as Listed in 2017-2018 Budget – The Fire/EMS Department has received two quotes for the Ambulance requested. The lowest bid is from Atlantic Emergency in the amount of \$195,674.00. The purchase is 80% grant with a 20% match which is included in the current budget. The Fire/EMS Department plans to advertise the older ambulances for bids on govdeals.com.

Motion by Brent Foster, second by Charlie Doane Council approved the purchase of an ambulance at the cost of \$195,674.00. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

- Update of Financing Procurement for Fire/EMS Equipment – Request for bids were advertised in local papers and hand delivered to each local bank. Bids are due April 26, 2018 at 2 p.m.
- Update on Mill Creek Regional Water Treatment Plant Project and GovDeal Sales and Presentation of Pay Request Number 14 and Change Order Number 5 – The Contractor is continuing with electrical work and has poured a concrete pad for the new break tank. The new membrane system was inspected by the Virginia Department of Health and is currently producing water for a thirty day test period. Water production is limited to eight to twelve hours per day and may not meet the Town’s requirement therefore water may be purchased from Washington County. The Water Treatment Plant can produce 1.5 million gallons per day utilizing one skid but will increase to 3.1 million gallons per day once the second skid is operating.

The Contractor has 85% work complete and 97% time expended. Change Order Number 5 is before Council to extend the project fifty-eight days. Pay Request Number 14 is in the amount of \$127,647.46. The Lane Group invoices total \$8,792.10 and the Contractor’s Pay Request totals \$118,855.36.

Motion by Brent Foster, second by Bill Clear Council approves Pay Request Number 14 in the amount of \$127,647.46. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

Change Order Number 5 is requesting the Project be extended by fifty-eight days. The time extension is justifiable due to the change of the membrane manufacturer. The total cost of the Change Order is \$21,068.00 that includes roof sheeting, replacement of panels, interior water lines, additional chlorine equipment and a portable eye wash station.

Motion by Brent Foster, second by Donna Blevins Council approves Change Order Number 5. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

The Water Treatment Plant Tanks and Appurtenance was bid on Govedeals.com and sold for the amount of \$10,521.00. All equipment should be removed by the buyer by Friday, April 20, 2018. The equipment was purchased to be used in Haiti.

- Update on Inoperable Vehicle Enforcement – Inoperable Vehicle letters were issues to forty residences in Town and all have complied except for six which were issued summons. The Court date for the summons issued is set for June 8, 2018.
- Update on Downtown Revitalization Project – A permit was required for Norfolk Southern in the amount of \$7,000 which was paid with grant funds. The permit is expected to be granted at any time. The permit is for the boring under the railroad tracks from Berry’s Home Center through to the Recreation Park.

A Pre-Bid Conference was held today for the Superior Mills Demolition and Streetscape. There were more interest expressed for the demolition project which the Town will coordinate with the property owner and the Virginia Department of Transportation.

- Update on Retiree Health Insurance – The Resolution for the Retiree Health Insurance only covers the retiree but they must be at least fifty years old with ten years of service or fifty-five years old with five years of service. New rates have been requested but not received from Anthem at this time.

**New Business:**

- Consideration of Apple Festival Master Plan – The 2018 Apple Festival Master Plan is the same with a change in Public Safety. The street closure request has extended from the intersection of Chilhowie Street and Pine Avenue through to the intersection of Chilhowie Street and Sanders Avenue. The five residents along the extended street closure will be notified by the Apple Festival Committee and alternate routes will be provided to ensure the residents ability to come and go as they choose. The 2018 Apple Festival is set to be held September 28th, 29th and 30<sup>th</sup>.

Motion by Donna Blevins, second by Brent Foster Council approves the 2018 Apple Festival Master Plan. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

- Report on 2018 Farmer’s Market – The 2018 Farmer’s Market is set to open May 3, 2018 on every Thursday from 3 pm until 6 pm until October 25, 2018. Thirty-two vendor packets have been sent. During the sidewalk construction of Warrior Park the vendors will move up into the grassy area above the current market location.
- Consideration of Advertisement of Electric Franchise – The Virginia State Code authorizes to grant an Electric Franchise. The Town’s Attorney has prepared and reviewed the documents required. A Public Hearing has been scheduled for May 10, 2018.
- Report on Fire/EMS Situation with Washington County – Fire/EMS staff made a presentation to Washington County on March 20, 2018. A meeting was later held with

Washington County Administrator and EMS Coordinator and suggested to run all calls in certain areas bordering Smyth and Washington County such as the Mill Creek area, for a portion of funds originally requested from Washington County. The Fire/EMS Department's response time is on average ten minutes quicker than Washington County in those areas. Offering services to the border lying areas will not affect the level of service provided to Town citizens.

- Report on E-911 Meeting with Smyth County and Entities – The Committee consists of seven persons. Smyth County has requested each Town share the cost based on per capita of \$155,000. The Town's percentage is 4.8% which totals \$7,000.
- Submittal of Liability Insurance Package for Sludge Applications – The Liability Insurance for Sludge Applications is required and the premium is \$5,000 per year. The Department of Environmental Quality delayed the additional request but the matter is still on their Agenda.
- Notice of Clean Up – Spring Clean Up has been scheduled for April 25, 2018 at the Recreation Park from 3:30 p.m. until 6 p.m. Smyth County Chamber of Commerce is providing gloves, grabbers, bags and bottled water.
- Formulation, Draft, Evaluation Procedure for 2018-2019 Budget – The projected 2018-2019 Budget was provided to Council. The budget is currently out of balance by \$42,000. Council is required to review the budget and hold a budget workshop.

**Department Reports:**

Mayor Heninger presented an award the Town of Chilhowie won for Community Achievement from the Mount Rogers Planning District Commission. The Achievements are for Planning Commission for the update of the Zoning Ordinance and Comprehensive Plan, Downtown Revitalization Project, East Lee Sidewalk Project, Water Treatment Plant Project, and the H.L. Bonham Tourism Walking Trail.

Motion by Brent Foster, second by Donna Blevins Council continues the meeting until Tuesday, April 17, 2018 at 5:30 p.m. The motion was approved with the following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

\_\_\_\_\_  
 Gary L. Heninger Mayor

\_\_\_\_\_  
 Marlene L. Henderson, MMC Clerk